

Lexus Smitham

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CORE SKILLS

Talent

Onboarding • Recruitment • Sourcing

Operations

Benefits Administration • HRIS (Workday/BambooHR) • Payroll Coordination

People Practices

L&D • Performance Management • Succession Planning

Compliance

Employment Law • GDPR • Diversity & Inclusion • Workplace Investigations

SUMMARY

HR Manager with a track record building high-impact solutions and improving reliability.

WORK EXPERIENCE

HR Manager — Volkman - Beatty (Apr 2014 - Jul 2015)

- Managed complex employee relations issues and maintained compliance with local employment law.
- Implemented a performance review program which improved engagement scores by 19 points.

People Operations Manager — Jacobson LLC (May 2020 - Jun 2020)

- Implemented a performance review program which improved engagement scores by 9 points.
- Rolled out benefits and L&D programs that increased retention in key teams by 21%.
- Led recruitment for 178 roles across EMEA/US, reducing time-to-hire by 21%.
- Managed complex employee relations issues and maintained compliance with local employment law.

HR Manager — Russel LLC (Feb 2023 - Present)

- Rolled out benefits and L&D programs that increased retention in key teams by 6%.
- Led recruitment for 18 roles across EMEA/US, reducing time-to-hire by 10%.

HR Manager — Rutherford - Robel (Feb 2017 - Oct 2020)

- Rolled out benefits and L&D programs that increased retention in key teams by 10%.
- Managed complex employee relations issues and maintained compliance with local employment law.

People Operations Manager — Zemlak, Hayes and Fay (Apr 2014 - Present)

- Managed complex employee relations issues and maintained compliance with local employment law.
- Implemented a performance review program which improved engagement scores by 6 points.
- Led recruitment for 32 roles across EMEA/US, reducing time-to-hire by 32%.
- Rolled out benefits and L&D programs that increased retention in key teams by 12%.

CERTIFICATIONS

- CIPD Level 5/7
- SHRM-CP
- PHR